



Quick Step Guide to Complete Online Training

Navigate to this website to begin: <https://hr.gmis.in.gov/lmprd/signon.html>

Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.

For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Learners may use their network password, also known as their computer login, as the PeopleSoft password.

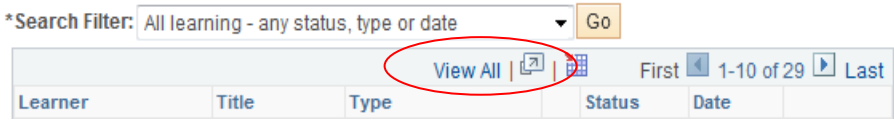
PeopleSoft ELM: Online Training Self Service Quick Step Guide

The following directions will guide you on how to enroll, access courses, and complete online training for the state of Indiana. It is important to read and follow the instructions carefully. If any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP (4357) or (800) 382-1095.

To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

➤ ***It is recommended to launch all CBT trainings using Internet Explorer***

















Accessing and completing a web-based training previously enrolled in:

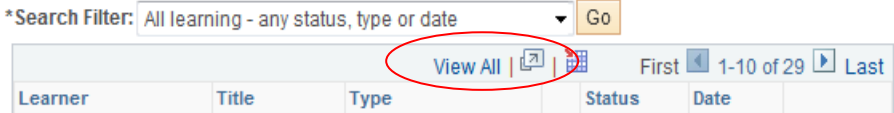
1.	Click the Self Service link. <i>(If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</i>
2.	Click the Learning link.
3.	Click the My Learning link.
4.	Click the All My Learning link under the My Learning Activities box.
5.	Locate the activity (course) in the My Learning box. <i>(You may need to select View All if you have more than 15 courses in history to view all your courses)</i> 
6.	Click the Launch button to the right of the course.
7.	On the next page, click the Launch link. <i>The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.</i>
8.	Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11. Be sure to navigate all the way to the very last slide of the training.
9.	When finished, close the pop up window and sign out of PeopleSoft. <i>Please note that the ELM only refreshes three times per day. The course completion will not show until the next system refresh.</i>

Self-enrolling into training:

1.	Click the Self Service link. <i>(If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</i>
2.	Click the Learning link.
3.	Click the Browse Catalog link.
4.	Select the desired category/agency link to access the course catalog. Example: State Personnel Department
5.	Review the course catalog offering by scrolling up and down the page and using the Next and Previous links in the upper right-hand corner of the screen. <i>(All courses in each catalog are listed in alpha order)</i>
6.	Upon locating the desired training/course, click the course link or the Select link to the right of the course title.
7.	Click the Enroll button to enroll into the course. From this page, you may also: <ul style="list-style-type: none"> Click the Add to Plan button to enroll at a later time; or Click the View Details button to view additional information about the course.
8.	On the next page, click the Submit Enrollment button.
9.	Web-based training that does not require approval will be available to launch by clicking the Launch link in the bottom-left corner of the screen or by following the steps above in the <i>"Accessing and completing a web-based training previously enrolled in:"</i> section of this guide. PeopleSoft will send an email notification to the supervisor of the learner for courses requiring supervisor authorization. Upon authorization, the learner will receive an email notification of approval to take the course.
10.	On the All Learning page, locate the course and click the Launch button.

Accessing Learning History:

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4.	<p>Click the All Learning link under the My Learning Activities box.</p> <div><div><div>My Learning Activities</div><div><div>Personalize  1-5 of 5</div><table><thead><tr><th>Title</th><th>Type</th><th></th><th>Status</th><th>Date</th><th>Action</th><th>Launch</th></tr></thead><tbody><tr><td>Documentation</td><td>Computer-Based Training</td><td></td><td>In-Progress</td><td>07/01/14</td><td><div>Drop</div></td><td><div>Launch</div></td></tr><tr><td>HRMS Division: HRMS Overview</td><td>Computer-Based Training</td><td></td><td>In-Progress</td><td>03/06/14</td><td><div>Drop</div></td><td><div>Launch</div></td></tr><tr><td>FSSA Privacy Compliance Policies & Procedures Training</td><td>Computer-Based Training</td><td></td><td>In-Progress</td><td>05/07/15</td><td><div>Drop</div></td><td><div>Launch</div></td></tr><tr><td>Compensation Division: Compensation/Org Design</td><td>Computer-Based Training</td><td></td><td>In-Progress</td><td>11/13/14</td><td><div>Drop</div></td><td><div>Launch</div></td></tr><tr><td>Enhanced Supervisor Training Program</td><td>Certification</td><td></td><td>In-Progress</td><td>06/20/14</td><td><div>Drop</div></td><td></td></tr></tbody></table><div><div>All My Learning</div></div></div></div></div>	Title	Type		Status	Date	Action	Launch	Documentation	Computer-Based Training		In-Progress	07/01/14	<div>Drop</div>	<div>Launch</div>	HRMS Division: HRMS Overview	Computer-Based Training		In-Progress	03/06/14	<div>Drop</div>	<div>Launch</div>	FSSA Privacy Compliance Policies & Procedures Training	Computer-Based Training		In-Progress	05/07/15	<div>Drop</div>	<div>Launch</div>	Compensation Division: Compensation/Org Design	Computer-Based Training		In-Progress	11/13/14	<div>Drop</div>	<div>Launch</div>	Enhanced Supervisor Training Program	Certification		In-Progress	06/20/14	<div>Drop</div>	
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5.	In the Filter Name box, select All learning – any status, type or date.																																										
6.	Click the Go button to refresh the list. (Continue with the steps on the next page)																																										

7.	<p>Click the activity (course) link to be opened for viewing. <i>(You may need to select View All if you have more than 15 courses in history to view all your courses)</i></p> 
8.	<p>From the Activity Progress page, learners can re-launch course content, view activities (course) information, view enrollment status and access or print grades/attendance information.</p>
9.	<p>When finished, click the Return to Previous Page link to view additional activities, or click the Sign-Out link in the upper-right-hand corner of the page to log out.</p>

If you have any questions please contact the Division of Employee Engagement at
SPDtraining@spd.in.gov